



CITY OF SUGAR LAND
SIGN PERMIT
APPLICATION

FOR OFFICE USE ONLY

Application #: _____

Date Entered: _____

PROJECT ADDRESS: _____

This project _____ DOES or _____ DOES NOT lie within the authority of a HOA/POA

If it does, you must provide a copy of notification letter sent to the HOA/POA

If it does not, your signature below will certify that no HOA/POA authority exists on the property.

TENANT NAME: _____

OWNER: _____

COMPLETE MAILING ADDRESS

CITY/STATE

ZIP

PHONE

SIGN CONTRACTOR: _____

ADDRESS

CITY/STATE

ZIP

PHONE

3 SETS OF PLANS ARE REQUIRED

TYPE OF SIGN: (Please check one) Monument/Free Standing Sign ☐ Wall Sign ☐

Sign Submittals Must Include: Basic site plan and foundation details for monument /free standing signs.

Wall signs must include actual wall dimensions of the wall the sign is located on.

An electrical disconnect per article 600.6 of the 2008 National Electrical Code is also required for all signs.

SIGN VALUATION: \$ _____

(FEES: \$25 Base Fee, Plus \$15 for First \$1,000 of sign evaluation, Plus \$5.50 for Each Additional \$1,000)

Wind Device/Banner Permit ☐ (\$25 fee)

Description: _____

(Wind Device/Banner Permits Require: Applicants Driver License # _____ State Issued _____)

**Please note each type of sign requires a separate application (example: wall signs can be combined for same address and each monument sign must be on different applications.)*

NOTICE

Separate permits are required for all building and sign construction. Except for wind devices, this sign permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. For wind devices, this sign permit becomes null and void 28 days after issuance.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

****THE FOLLOWING CONTACT INFORMATION MUST BE FILLED OUT****

Signature Of Owner or Authorized Agent	Date	Printed Name	Company
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Street Address	City	State	Zip Code
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Phone	Fax	Cell	Email
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APPROVALS

ZONING VARIFIED BY: _____ **APPROVED FOR ISSUANCE BY:** _____

SIGN PERMIT QUICK CHECK

PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.

- 3 COPIES OF PLANS SUBMITTED _____
- APPLICATION IS CURRENT AND CONTAINS ALL CONTACT INFORMATION (FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) _____
- RESUBMITTAL / REVISED APPLICATIONS ATTACHED ((FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) _____

*******TO BE FILLED OUT BY CONTRACTOR*******

WALL SIGN

- Elevation of **building** that sign is being attached to _____
- Total height of **wall** that sign is being attached to _____
- Total height of **sign** _____

MONUMENT SIGN

- Site plan of survey showing exact location of sign on property
- Image of sign with sign dimensions

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Processed by: _____ (Date)_____

****Any submittals that do not meet all the requirements on the checklist should not be accepted. If plans are received by the DRC Coordinators with missing information they will be sent back downstairs.****